

Notice No.: 00-011
Date: September 15, 2000
Applies to: All Education Employers
Subject: Members' Annual Statements and Sequencing Information

Members' annual statements coming in November

In early November, the Department of Retirement Systems (DRS) will provide you with annual statements for Teachers' Retirement System (TRS), Public Employees' Retirement System (PERS)—educational members only—and School Employees' Retirement System (SERS) members who were active at the end of the 1999–00 school year. This is the first time we will distribute PERS and SERS statements in November. The annual statements incorporate the members' individual account information with details about the system and plan, and how a benefit is calculated at retirement. As in previous years, we appreciate your help in distributing them to your employees.

You will receive two memos a few days prior to the statements, one for the employer and one for members. The members' memo contains information regarding the timing of when statements will be distributed (November from this point forward for PERS and SERS), and the transition to the contributions and service credit showing for the identical 12-month period. As requested in the employer memo, please distribute the members' memo with the annual statements.

The following account information appears on the annual statement:

- Service credit information for the 1999–00 school year and the members' total service credit.
- The PERS and SERS Plan 2 members' retirement contributions posted by DRS from January 1, 2000, through August 31, 2000 for this transitional reporting only (this generally corresponds to contributions for the transmittal reporting periods from December 1999 through July 2000) and the total contributions and accumulated interest in the members' account.
- The TRS Plan 1 members' retirement contributions posted by DRS from July 1, 1999, through June 30, 2000, (this generally corresponds to contributions for the transmittal reporting periods from June 1999 through May 2000) and the total contributions and accumulated interest in the members' account.

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- The TRS Plan 2 members' retirement contributions from July 1, 1999, through August 31, 2000, (this generally corresponds to contributions for the transmittal reporting periods from June 1999 through July 2000) and the total contributions and accumulated interest in the members' account.
 - Plan 3 members will receive service credit information only. The Plan 3 members' retirement contribution information is reported to them quarterly by ICMA Retirement Corporation (RC).

How to determine sequencing

The sequence control number determines sequencing. We will print your reporting group's annual statements in ascending sequence by this control number. Transactions with duplicate control numbers or no control numbers will be sorted alphabetically by last names.

Note: If you furnished us with your sequencing control number last year, the same number will be used again this year.

To add or update the sequence control number, you may use one of the following methods:

- **Transmittal Reporting:** If you use the multiple record automated reporting layout, you may enter your sequencing information on the Employment Information Record in the Control No. Field and Organization Display Field. Please refer to Chapter 8 of the DRS Employer Handbook for instructions. All updates of sequencing information processed by **October 27, 2000** will be used.
- **Diskette:** Please prepare a 3.5" diskette according to the specifications in Chapter 8.
- **Magnetic Tape:** Please prepare an IBM 360/370 compatible tape according to the specifications in Chapter 8.

If you use a diskette or tape, please forward the attached request form to your information services staff or service bureau to assist them in creating the diskette or tape. The request form and the magnetic tape or diskette must reach DRS by **October 18, 2000**.

Questions?

If you have questions regarding the information in this Notice, please contact Employer Support Services (ESS) at (360) 664-7200 or call our toll free line, 1-800-547-6657. If you have not received the statements by November 30, 2000, you should also contact ESS. A member who has not received a statement should contact DRS Retirement Services Division at (360) 664-7000 or 1-800-547-6657.

This Notice can be accessed on the DRS Web site at <http://www.wa.gov/DRS/employer>.

John F. Charles
Director

2000 DRS Notices

For a copy of a Notice, call (360) 664-7170 or 1-800-547-6657, or
access on the DRS Web site at <http://www.wa.gov/DRS/employer>

Notice No.	Applies to/ Subject Matter
00-001	PERS, LEOFF, WSPRS and JRS Employers Members' Annual Statements and Sequencing Information
00-002	SERS Employers Reporting Requirements and Education Activities
00-003	DCP Employers DCP Reporting Requirements and Employer Training
00-004	All Employers Statewide Training
00-005	All Employers Potential Contribution Rate Changes
00-006	All Employers Contribution Rate Changes
00-007	All Employers Contribution Rate Changes
00-008	DCP Employers Implementation of New Reporting Processes and New Record Keeper
00-009	SERS Employers Implementation of the School Employees' Retirement System
00-010	SERS and TRS Employers SERS and TRS Member Handbooks and SERS and TRS Plan 3 Investment Education Materials
00-011	All Education Employers Members' Annual Statements and Sequencing Information

**REQUEST TO HAVE MEMBER'S ANNUAL STATEMENTS RUN IN EMPLOYEE
CONTROL NUMBER SEQUENCE**

You must provide all the information requested before DRS can process your request.

Employer Reporting Group Number: _____

Employer Name: _____

Telephone No.: (_____) _____ -- _____

Contact Name: _____

To run member statements in employee control number sequence, the tape or diskette must meet the specifications described on the attached specification sheet and must reach DRS by **October 18 2000.**

- () Tape information:
Tape ID Number _____
_____ 1600 BPI or _____ 6250 BPI
_____ Labeled or _____ Non-labeled
- () Diskette

Mail this form and the tape or diskette by **October 13, 2000**, to the following address:

ATTN: Employer Support Services
State of Washington
Department of Retirement Systems
P.O. Box 48380
Olympia, WA 98504-8380